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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Current Interest Items

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1. Early Retirement

Hearings on our Early Retirement bill before Subcommittee No. 1 resumed on 11 September. The Committee approved the revised bill which we presented to them and it was introduced on 12 September as H.R. 8427.

On 11 and 12 September, we made final changes in the bill which had been suggested by the Committee and drafted the Committee Report on the bill. We also drafted a statement for the Subcommittee Chairman, Mr. Mendel Rivers, to use in presenting the bill to the full Armed Services Committee at its meeting on 17 September. Copies of these materials are attached (Tab 1). All of the changes which have been made since H.R. 7216 was initially introduced are described in the draft Committee Report.

As we understand it, it will be a week or so before the bill could possibly reach the floor of the House and it may well be longer than this. It is our best estimate that the bill will not reach the Senate, assuming it passes the House during the current session, until after the beginning of the next session. It is quite likely, although not certain, that we will not be required to have hearings with the Senate Committee, although a token appearance may be necessary.

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2. Report to Counsel of Subcommittee No. 1 Concerning Air Force Officers
[redacted] requested on 13 September a listing of Air Force officers in the rank of Colonel or higher who were assigned to the Agency. He requested that the list include regular and reserve officers whether on active duty or retired and serving in a civilian capacity. Because he needed this information immediately, he indicated that a few omissions would not be significant. He did ask, however, for an indication in each case of any cover block to revealing the officer's association with the Agency.

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[redacted] said that this information had been requested by Mr. Russ Blandford, Counsel to Subcommittee No. 1. Mr. Blandford had not explained what use he intended to make of the information. We prepared this material in rough form for [redacted] to use in discussing the request with Mr. Blandford. We have not as yet heard anything further from [redacted] regarding this item.

25X1A9a

3. Pay Raises for Scientists and Engineers

For the past several months, the Civil Service Commission has been considering information supplied by various Government agencies regarding the need to provide higher salaries to scientists and engineers in grade GS-9 and above. According to press reports last week, the Commission has decided not to authorize any special increases for these groups at this time in the belief that general pay raises which are now anticipated will put these categories on a competitive basis salary-wise within industry.

4. Softball League Championship

The Bulls (Office of Security) and the Birds (NPIC) are scheduled to play on Monday, 16 September, for the D.C. championship in their league. The game will be played at 5:30 p.m. at Guy Mason playground on Wisconsin Avenue near Friend's School.

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5. Release of Statement of CIA Overtime Policy to DIA Budget Office
In response to an informal request from a former Agency employee who is now employed in the Budget Office, DIA, we have sent to DIA a statement of CIA Overtime Policy. A copy of this statement is attached (Tab 2).

6. UGF Drive
The Consolidated Charities Committee met on 13 September to discuss the UGF and PSAS campaigns for 1963. A memorandum reporting on our plans and submitting a suggested announcement for release by the Director of Central Intelligence is being forwarded separately. [REDACTED] has been designated Fund Drive Coordinator for the Office of Personnel. 25X1A9a

7. Collection of Unpaid UGF Pledges from 1962
We mentioned in our weekly report of 3 September that letters were being sent to employees who have not paid their 1962 pledges to UGF. We do not have statistics on the responses yet, but a number of payments have been received as a result and we believe that this was a worthwhile step to take.

8. Longevity Awards Ceremony
Final arrangements are being made for the Longevity Awards Ceremony scheduled for noon on Wednesday, 18 September. Mr. Kirkpatrick has advised us that Mr. McCone has consented to be the speaker at this ceremony and to present certificates to a small number of employees. We have sent memoranda to the Executive Director and the Deputy Directors inviting their participation and advising them that places will be reserved for them on the stage. 25X1A

9. [REDACTED] Personnel Information System 25X1A

Since [REDACTED] was published, we have had a number of questions from Personnel Officers concerning the kinds of materials to be sent to the Office of Personnel. Also, in a few cases, it appears that a soft file has been stripped of miscellaneous papers which have been sent to the Office of Personnel in response to [REDACTED]. It appears that more specific guides will be needed for the employees who are screening soft files and we are preparing additional instructions for this purpose. Also, we have reviewed existing instructions for the control of Official Personnel Folders and believe that they are in need of revision. We have initiated a project for updating and refining these controls.

10. Quality Step Increases
Eight Quality Step Increases were approved during the week bringing the total to 125. Four recommendations from the Office of Scientific Intelligence were returned with a request for additional supporting material.

Distribution:

O & 1 - Addressee

1 - D/Pers subj file

1 - D/Pers chrono

OD/Pers/[REDACTED] (14 September 1963)

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

Attachments: A/S

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment - TAB 1